Missouri Test Library
2015 Missouri Public Library Survey

Current Administrative Information

Please provide the library's current contact information in this section. Data in gray fields must be changed by the survey administrator. Please contact Terry Blauvelt at terry.blauvelt@sos.mo.gov to make changes to these areas.

Questions reported to IMLS are in bolded blue font.

1.01	Legal Name of Library District	_____
1.02	Other Name(s)	_____
1.03	Legal Basis Code	_____
1.04	Head of Library	_____
1.05	Title	_____
1.06	Head of Library's Email	_____

Physical Location of Administrative Office:

1.07	Street Address	_____
1.08	City	_____
1.09	Zip	_____
1.10	List Any Changes to Physical Address Here (if no changes, leave blank):	_____

Mailing Address of Administrative Office:

1.11	Postal Address	_____
1.12	City	_____
1.13	Zip	_____
1.14	List Any Changes to Mailing Address Here (if no changes, leave blank):	_____
1.15	County (of Physical Address above)	_____
1.16	Phone of Administrative Office	_____
1.17	Fax of Administrative Office	_____
1.18	Library's Email	_____
1.19	Library's Web Address	_____
1.20	2010 Census Population of Legal Service Area	_____
1.21	State Legislative District(s)	_____
1.22	State Senate District(s)	_____
1.23	Congressional District(s)	_____
1.24	OCLC Code	_____
1.25	Meets FSCS Definition of a Library?	_____
1.26	Is this library district a member of a federation or cooperative (i.e., joined by agreement with another library district to perform services cooperatively, such as resource sharing)? Do not include OCLC; do consider MoLib2Go and Missouri Evergreen.	_____

Legal Service Area

From this point forward in the survey, please report on the library as it was during the most recently completed fiscal year.

1.27	Reporting Period Start Date (based on library's fiscal year)	_____
1.28	Reporting Period End Date (based on library's fiscal year)	_____

1.29	Were there any changes to your library district's legal service area during this report period?	_____
1.30	Counties in Library's Legal Service Area	_____
1.31	Geographic Type	_____
1.32	Matches	_____

Number of Public Service Outlets

1.33	Main (0 or 1)	_____
1.34	Branches	_____
1.35	Bookmobiles	_____
1.36	Books By Mail (mark only if handled in a facility separate from the main or branches counted above)	_____
1.37	Is your Administrative Office housed in a separate building from all direct service outlet(s)?	_____

Public Service Outlet(s)

Please complete one form for each public service outlet - this includes the central or main library and all branches and bookmobiles. The information provided here should be reflective of the reporting year (i.e., number of outlets, hours open to the public, etc.). Data in gray fields must be changed by the survey administrator. Please contact Terry Blauvelt at terry.blauvelt@sos.mo.gov to make changes to these areas.

2.00	Library System Name	_____
2.01a	Legal Name of Outlet	_____
2.01b	FSCS	_____
2.02	Other Name	_____
2.03	Street Address	_____
2.04	City	_____
2.05	Zip Code	_____
2.06	County of the Outlet	_____
2.07	Phone	_____
2.08	Metropolitan Status Code	_____
2.09	Outlet Type	_____
2.10	Square Footage of the Outlet	_____
2.11	Number of Bookmobiles	_____
2.12	Mailing Address (only if different from above)	_____
2.13	City	_____
2.14	Zip	_____
2.15	Fax	_____
2.16	Outlet Manager	_____
2.17	Total Hours/Day - Monday	_____
2.18	Total Hours/Day - Tuesday	_____
2.19	Total Hours/Day - Wednesday	_____
2.20	Total Hours/Day - Thursday	_____
2.21	Total Hours/Day - Friday	_____
2.22	Total Hours/Day - Saturday	_____
2.23	Total Hours/Day - Sunday	_____
2.24	Total Outlet Hours/Week (2.17 + 2.18 + 2.19 + 2.20 + 2.21 + 2.22 + 2.23)	_____
2.25	Weeks Open during the year	_____
2.26	Did this outlet have regular hours during the reporting year that were different than those provided above (e.g., summer hours)?	_____

2.27a If yes, please list the differing day(s) and hours here (e.g., M-F 9-5; or M, W, F close at 6; closed Mondays; etc.). _____

2.27b For how many weeks did the outlet operate with these differing hours (e.g., summer hours June through August would be 12 weeks, etc.)? _____

2.28 Total Outlet Hours per Year _____

Personnel

Report figures for each category as of the last day of the library's reporting year. "Sum of hours worked per week by all" should indicate the sum of the number of hours that are worked in each category in a normal week when all positions are filled at the administrative office and all public service outlets.

Questions reported to IMLS are in bolded blue font.

All Librarians (those with the title or function of librarian; see definition at 3.01a)

3.01a Number of employees _____

3.01b Sum of hours worked per week by all _____

3.01c FTE (3.01b/40) _____

Of the Librarians in 3.01, number with ALA-MLS

3.02a Number of employees _____

3.02b Sum of hours worked per week by all _____

3.02c FTE (3.02b/40) _____

All other staff with ALA-MLS

3.03a Number of employees _____

3.03b Sum of hours worked per week by all _____

3.03c FTE (3.03b/40) _____

3.03d FTE of Staff with ALA-MLS (3.02c + 3.03c) _____

All other paid staff (do not include staff paid with grant funds)

3.04a Number of employees _____

3.04b Sum of hours worked per week by all _____

3.04c FTE (3.04b/40) _____

Total paid employees

3.05a Number of employees (3.01a + 3.03a + 3.04a) _____

3.05b Hours worked/week by all (3.01b + 3.03b + 3.04b) _____

3.05c FTE (3.01c + 3.03c + 3.04c) _____

Volunteers

3.06a Number of volunteers during the library fiscal year _____

3.06b Total Volunteer Hours per Year _____

Questions about Library Director or Executive Officer

3.07 Hours worked per week _____

3.08a Annual salary (in dollars) _____

3.08b Annual Benefits (in dollars) _____

Highest Education Level Completed

3.09 Highest Education Level Completed _____

Operating Revenue

Please enter 0 if no income was received in a particular category - N/A should not be used in this section.

Use 4.01 through 4.18 to report income for a single district library.

Regional library districts, please use 4.01 through 4.18 for the income from the district in which the administrative office is located; then use the 'add group' feature to report income for the additional districts in questions 4.19 through 4.30.

The total operating revenues of the library service area will show in 4.31 through 4.47.

** Remember, income received from bond issue/debt service, memorials, special funds, etc. specifically designated to be used for capital projects should NOT be included in this section. Those funds should be listed under Capital Revenue. **

Tax Information

Provide figures used to set the tax levy for the local revenue collected during the reporting year.

4.01	Name of Library District	_____
4.02	Assessed valuation of library district (in dollars)	_____
4.03	Tax rate last approved by voters (in cents)	_____
4.04a	Tax rate ceiling set by auditor for reporting year (in cents)	_____
4.04b	Tax rate set by library board for reporting year (in cents)	_____

Local Government Income

4.05	Income from the library's tax levy (in dollars)	_____
4.06a	Other local tax income (e.g., sales tax, intangible tax, surtax, etc.)	_____
4.06b	Any additional funds from the local government (i.e., other funds designated for expenditure by the public library for library services)	_____
4.07	Total Local Income (4.05 + 4.06a + 4.06b)	_____

State Government Income

4.08	Per Capita State Aid	_____
4.09	Equalization Funds	_____
4.10	Athlete & Entertainer Tax Funds	_____
4.12	Other state funds from local or state agencies	_____
4.13	Total State Income (4.08 + 4.09 + 4.10 + 4.12)	_____

Federal Government Income

4.14	LSTA grants	_____
4.15	Other federal funds from local, state or federal agencies	_____
4.16	Total Federal Income (4.14 + 4.15)	_____

Other Income

Other income includes all library income that was not reported as government income (Local, State, Federal). Do NOT include the value of any non-monetary gifts and donations.

4.17a	Any private grant funds received	_____
4.17b	Recurring income (endowments, interest, trust payments, fines, and fees)	_____
4.17c	One time donations or gifts	_____
4.17	Total Other Income (4.17a + 4.17b + 4.17c)	_____
4.18	Total Library District Operating Revenue (4.07 + 4.13 + 4.16 + 4.17)	_____

Only use 4.19 through 4.30 for Additional Districts

4.19	Name of Library District	_____
4.20	Assessed valuation of library district (in dollars)	_____
4.21	Tax rate last approved by voters (in cents)	_____
4.22a	Tax rate ceiling set by auditor for reporting year (in cents)	_____
4.22b	Tax rate set by library board for reporting year (in cents)	_____
4.23	Income from the library's tax levy (in dollars)	_____
		_____

4.24	Other local tax income (e.g., sales tax, intangible tax, etc.)	
4.25	Total Local Income (4.23 + 4.24)	_____
4.26	Per Capita State Aid	_____
4.27	Equalization Funds	_____
4.28	Total State Income (4.26 + 4.27)	_____
4.29	Other Income not reported above	_____
4.30	Total Library District Operating Revenue (4.25 + 4.28 + 4.29)	_____
Total		

Questions reported to IMLS are in bolded blue font.

4.31	Assessed valuation of library district (4.02 + 4.20)	_____
4.32	Tax rate last approved by voters (4.03)	_____
4.33a	Tax rate ceiling set by auditor for reporting year (4.04a)	_____
4.33b	Tax rate set by library board for reporting year (4.04b)	_____
4.34	Income from the library's tax levy (4.05 + 4.23)	_____
4.35	Other local tax income (4.06 + 4.24)	_____
4.36	Total Local Income (4.07 + 4.25)	_____
4.37	Per Capita State Aid (4.08 + 4.26)	_____
4.38	Equalization Funds (4.09 + 4.27)	_____
4.39	Athlete & Entertainer Tax Funds (4.10)	_____
4.41	Other state funds from local or state agencies (4.12)	_____
4.42	Total State Income (4.13 + 4.28)	_____
4.43	LSTA grants (4.14)	_____
4.44	Other federal funds from local, state or federal agencies (4.15)	_____
4.45	Total Federal Income (4.16)	_____
4.46	Non-Government Income (4.17 + 4.29)	_____
4.47	Total Library District Operating Revenue (4.18 + 4.30)	_____

Operating Expenditures

Enter 0 if there are no expenditures for a particular category - N/A should not be used in this section.
Remember, do NOT include funds expended for capital projects in this section (expenditures for renovations, new buildings, automation systems, etc.). Those dollars should be shown under Capital Expenditures.

Questions reported to IMLS are in bolded blue font.

Staff Expenditures

5.01	Salaries & Wages	_____
5.02a	Employer FICA Contributions (multiply figure in 5.01 by 0.0765 OR enter the amount in OASDI and HI contributions paid)	_____
5.02b	Other Staff Benefits	_____
5.03	Total Benefits (5.02a + 5.02b)	_____
5.04	Total Staff Expenditures (5.01 + 5.03)	_____

Collection Expenditures

5.05	Print materials	_____
5.06	Print serial subscriptions	_____
5.07	Total print materials (5.05 + 5.06)	_____
5.08	Electronic materials (e.g., eBooks, downloadable audio and video, and library purchased databases; see definition for other examples)	_____

5.09	Audio - physical materials (i.e., CDs, cassettes, etc.)	_____
5.10	Video - physical materials (i.e., DVDs, VHS, etc.)	_____
5.11	All other physical materials in library collection	_____
5.12	AV and Other Physical Materials (5.09 + 5.10 + 5.11)	_____
5.13	Total Collection Expenditures (5.07 + 5.08 + 5.12)	_____

5.14   Other Operating Expenditures
(e.g., automation system subscription, MOREnet membership fees or   _____
Internet connection fees; see definition for other examples)

5.15   Total Operating Expenditures (5.04 + 5.13 + 5.14)   _____

Of the dollars listed in 5.15, how many were:

5.16a   Athlete & Entertainer Tax Funds used during reporting year   _____

5.16b   Equalization Funds used during reporting year   _____

Capital Revenue and Expenditures

Please provide a state edit check explaining where the capital revenue came from and which capital project it was spent on for any entry in this section.

Capital Revenue must be designated as capital revenue for a specified capital project at the point it is collected. General revenue cannot be counted as capital revenue, even if it is used for a capital expenditure. Capital revenue figures should not be included in any other section in this survey.

Include all capital funds received or expended for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects.

Exclude revenue or expenditures for (1) replacement and repair of existing furnishings and equipment; (2) regular purchases of library materials; (3) investments for capital appreciation; (4) contributions to endowments; (5) revenue passed through to another agency; or (6) funds unspent in the previous fiscal year (i.e., carryover).

Questions reported to IMLS are in bolded blue font.

6.01	Local Government Capital Revenue	_____
6.02	State Government Capital Revenue	_____
6.03	Federal Government Capital Revenue	_____
6.04	Other Capital Revenue	_____
6.05	Total Capital Revenue (6.01 + 6.02 + 6.03 + 6.04)	_____

Funding for capital expenses can come from any source. Expenditures must qualify as a capital project (listed above). Capital expenditure figures should not be included in any other section in this survey.

6.06   Capital Expenditures   _____

Library Collection - Physical Materials

Under this category, report all items in the library collection, whether purchased, leased, licensed, or donated as gifts. Please provide best estimates if actual counts are not available; use "0" if you do not have any of that item; use "N/A" only if you have the item but cannot provide a good estimate of how many.

Questions reported to IMLS are in bolded blue font.

Print Materials

7.01	Government documents	_____
7.02	Adult nonfiction	_____
7.03	Young Adult nonfiction	_____
7.04	Children's nonfiction	_____

7.05	Adult fiction	_____
7.06	Young Adult fiction	_____
7.07	Children's fiction	_____
7.08a	Bound serial volumes	_____
7.08b	Number of Print Serial Subscriptions	_____
7.09	Total Print materials (7.01 + 7.02 + 7.03 + 7.04 + 7.05 + 7.06 + 7.07 + 7.08a + 7.08b)	_____
7.10	If the young adult materials are not counted as an independent category, which of the above categories includes the young adult materials?	_____

Non-Print Materials:

7.11	Microforms	_____
7.12	Audio - Physical Units	_____
7.13	Video - Physical Units	_____

Library Collection - Electronic Materials

For purposes of this survey, units are defined as "units of acquisition or purchase." The "unit" is determined by considering whether the item/title is restricted to a finite number of users, or has an unlimited number of simultaneous users.

Finite Use: Count of units is based on the number of usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit;" if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units."

Unlimited Simultaneous Use: Count of units is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited, simultaneous users, then this would be counted as 100 "units."

Questions reported to IMLS are in bolded blue font.

7.14a	Library Held Electronic Books	_____
7.14b	Consortia Held Electronic Books	_____
7.14c	Non-Library Held eBooks	_____
7.15a	Audio - Downloadable Units	_____
7.15b	Consortia Held Audio-Downloadable Units	_____
7.16a	Video - Downloadable Units	_____
7.16b	Consortia Held Downloadable Video	_____

Databases: Number for which the library had access rights during this period:

7.17	MOREnet member?	_____
7.18	MOREnet members enter "12" in box at right	_____
7.19	Number of databases purchased through joint pricing or consortia agreements	_____
7.20	Number of databases purchased through direct order by the library	_____
7.21	Total electronic databases (7.18 + 7.19 + 7.20)	_____
7.22	Please list titles of databases in 7.19 and 7.20	_____
7.23	Does the library provide remote access to any of its databases?	_____

Electronic Serial Subscriptions:

7.24	MOREnet member?	_____
7.25	MOREnet members enter "1" in box at right	_____
7.26	Number of Library-purchased Electronic Subscriptions	_____
7.27	Total electronic subscriptions (7.25 + 7.26)	_____
7.28	Please list titles of electronic subscriptions in 7.26	_____

Services

Use "0" if the service is not provided at your library (i.e., if your library does not provide Internet access you can enter "0" for uses of public internet computers).

Questions reported to IMLS are in bolded blue font.

8.01	Annual number of library visits	_____
8.02	Annual number of <u>uses</u> of public Internet computers owned by the library	_____
8.03	Annual number of Wireless Sessions	_____
8.04	Annual number of reference transactions	_____
8.05	Virtual Visits	_____
8.06	Does your library offer electronic reference service?	_____

If yes, by what means is electronic reference service provided (check all that apply)?

8.07a	Respond to questions submitted by email	_____
8.07b	Online chat	_____
8.07c	Electronic network reference service (e.g., tutor.com, etc.)	_____
8.07d	Other	_____

Circulation

8.08a	Circulation of adult materials (physical)	_____
8.08b	Circulation of young adult materials (physical)	_____
8.08c	Circulation of children's materials (physical)	_____
8.08d	Circulation of adult materials (electronic)	_____
8.08e	Circulation of young adult materials (electronic)	_____
8.08f	Circulation of children's materials (electronic)	_____
8.08g	Total adult, young adult, and children's circulation (8.08a + 8.08b + 8.08c, 8.08d, 8.08e, and 8.08f)	_____
8.08h	Circulation of Electronic Materials (8.08d+8.08e+8.08f)	_____
8.09	Number of registered users	_____

Programs: Remember to count each **gathering** of your program - not just the program as a whole.

8.10a	Total number of adult programs (intended audience aged 19 and over)	_____
8.10b	Annual attendance at adult programs	_____
8.11a	Total number of children's programs (intended audience aged 11 and under)	_____
8.11b	Annual attendance at children's programs	_____
8.12a	Total number of Young Adult programs (intended audience aged 12-18)	_____
8.12b	Annual attendance at young adult programs	_____
8.13	Total number of programs (8.10a + 8.11a + 8.12a)	_____
8.14	Total Program attendance (8.10b + 8.11b + 8.12b)	_____

Of the programs listed in 8.13:

8.15a	How many were specifically for seniors?	_____
8.15b	How many were ESOL, ESL, or ELL courses?	_____
8.15c	How many were literacy-focused programs (e.g., story hours, summer reading programs, etc.)?	_____

Program Partners:

8.16a	Did you partner with your local school district or other local organizations in developing or providing any literacy-focused programs or services during this reporting period?	_____

8.16b List literacy-focused partner organizations here: _____

8.17a Did you partner with any local organizations in developing or providing workforce or economic development-based library programs or services during this reporting period (i.e., job/career services small business services, etc.)? _____

8.17b List workforce/economic development partners here: _____

Other Services:

8.18 Does the library have an allied Library Foundation? _____

8.19 Does the library have a 'Friends of the Library' group? _____

8.20 Does the library offer book delivery outreach services (home delivery of books by car or van)? _____

8.21 Does the library offer a books by mail service? _____

How many of the following do you loan to library patrons?

8.22a Laptops _____

8.22b Notebooks/Tablets _____

8.22c eReaders _____

8.22d Other electronic device _____

Interlibrary Loan (ILL) Services

Interlibrary loans provided TO other libraries:

8.23a Books _____

8.23b Other Materials (periodicals, audio, video, etc.) _____

8.23c Total (8.23a + 8.23b) _____

Interlibrary loans received FROM other libraries:

8.24a Books _____

8.24b Other Materials (periodicals, audio, video, etc.) _____

8.24c Total (8.24a + 8.24b) _____

What is the method for receiving interlibrary loan requests from other libraries? Check as many as apply.

8.25a OCLC _____

8.25b E-mail _____

8.25c Shared Catalog _____

8.25d Other _____

What is the method for patrons to submit requests for interlibrary loan? Check as many as apply.

8.26a OCLC FirstSearch / WorldCat _____

8.26b E-mail _____

8.26c Electronically through library's automation system _____

8.26d Paper form _____

8.26e Other _____

Technology

Automation System:

What automation system does the library use?

9.01a Vendor _____

9.01b Software _____

9.02 If Other, list vendor or software name here: _____

9.03 Did the library change or significantly upgrade its automation system during the reporting year? _____

9.04 Is remote access provided to the library catalog through the library's website? _____

Website:

9.05a Does the library have a website? _____

9.05b Does the library provide a mobile-device accessible version of its website? _____

Internet Access:

9.06a Internet Service Provider _____

9.06b If other, list name of service provider _____

9.07a Does the library offer wireless access to the public? _____

9.07b If yes, is this access filtered? _____

9.07c Is the public library the only free access to computers/Internet in the community? _____

Internet connection speed in Main Library:

9.08a Bandwidth _____

9.08b Other (list) _____

Internet connection speed in Branch Library(ies): (check all that apply)

9.09a Bandwidth _____

9.09b Other (list) _____

9.10 Does the library use filtering software on public access computers? _____

9.11a Filtering Software Provider _____

9.11b If other, list name of software provider _____

9.11c Name of Filtering Software _____

Computer Equipment:

9.12a Number of Internet access computers available to the general public at all times _____

9.12b Number of computers dedicated to Young Adult areas _____

9.12c Number of computers dedicated to children's areas _____

Public Computer Labs

9.13a Does the library have a computer lab used for training the public? _____

9.13b Number of labs _____

9.13c How many computers are in labs? _____

9.13d List names of branches that have computer labs. _____

9.14a Approximately how many hours of computer training classes does your library district offer to the public each month? _____

9.14b Does your library also offer one-on-one computer training to the public? _____

Certification

Name & title of person filling out this form: _____

The information contained within this Statistical Report is correct and complete, to the best of my knowledge.

Signature of head of library _____

Date _____